

# CAMEROON GENERAL CERTIFICATE OF EDUCATION BOARD

Technical and Vocational Education Examination

**7100 Information Processing 2**



**JUNE XXXX**

**ADVANCED LEVEL**

Specialty Name (Specialty Code)	<b>Secretarial Administration and Communication SAC (ACA)</b>
Subject Title	<b>Information Processing</b>
Paper No.	<b>2</b>
Subject Code No.	<b>7100</b>

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**Four hours**

## INSTRUCTIONS TO CANDIDATES

*Answer ALL Questions*

*This paper has to be done in the computer room.*

*You are reminded of the necessity for GOOD English and orderly presentation in your answers.*

*You are advised to read carefully through the question paper, before you begin your answers.*

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Materials Required:

- Functional computers
- Printer
- Typing sheets
- USB Flash Disk
- ABA

*Turn Over*

## QUESTION 1: DATA INPUT AND FORMATTING – MS WORD (20marks)

Load a word processor and input the data below:

Hard ware

Like a manual system for processing data, all computer systems perform the functions of: input, output, central processing, temporal storage or memory, and permanent storage. Devices in a computer system perform the same functions as the clerk (central Processor), the desk (temporal storage), the filing cabinets (permanent storage), and the incoming and outgoing trays (input and output).

The central processor and memory

The central processor and the memory device are normally housed in the same box or cabinet called the central processing unit (CPU) 1. The CPU is the centre or the brain of the system, and all other devices are tied directly or indirectly into it.

Permanent storage

Data processing systems require the ability to store all the data and instructions on a permanent basis. This type of storage is called permanent storage. Although there are many ways of storing data on a permanent basis, magnetic tapes and disks are the most common forms.

Magnetic tape is a sequential access storage device (SASD) 2. Sequential access means that data must be read or written in sequence, ore data item after another. If the computer is going to read data from the middle of a roll of tape, all of the tape before the desired piece of data must be passed over sequentially. This is one disadvantage of magnetic tapes. The disk, although more expensive, eliminates this disadvantage.

Disk devices

Most disk devices have several disks or plotters stacked on top of another with room between each or plotter to allow a read/write arm to access information stored on either sides of the disk.

The disks, which are mounted in a disk drive, rotate at a rapid speed. Using access arms, data is either read from or written to the disk surface, which is magnetic material.

Source: awake 2005, page 3, 137<sup>th</sup> edition.

### Work Required:

1.1 Format the headings as follows:

- The main heading: font size = 20, font type = Arial Narrow, bold, centre and caps. (1.5 marks)
- The sub headings: font size = 14, font type = Cambria, bold and in initial caps. (1.5 marks)

1.2 Paragraph 1. Drop cap the first letter of the paragraph on three lines with no distance from the text. (1mark)

1.3 Italicize the words or phrases in brackets. (0.5mark)

1.4 Create the footnote 1 and 2 using font size 12;

- Footnote 1 = central processing unit (1mark)
- Footnote 2 = Sequential access storage device. (1mark)

1.5 The source should be right aligned, bold and font size is 12 and italicize. (0.5mark)

1.6 The body of the work should have font size 14 and font type Times New Romans (body) with justified alignment. (3marks)

1.7 Save the document using file name (**FILE1ATCIP** add your table number and year), in a folder on the desktop named (ATCINFORPROC your table number and year) (1mark)

1.8 Print 3 copies and put in your answer booklet. (1mark)

1.9 Inputting of text (8marks)

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**QUESTION 2: CONCEPTION OF FORMS-MS WORD**

The table on figure 1 comprises a customer's index card of ALUMBA ENTERPRISE.

**Work Required**

- 2.1 Using Microsoft word, reproduce and print the card to be filled by the prospective customer. (20 Marks)
  - 2.2 Save the document using the file name 'file two'
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**QUESTION 3: LETTER PRESENTATION - MS WORD (20 marks)**

Rearrange and type the letter below using a semi blocked layout with open punctuations, carrying out the required formatting and editing. Make sure you display the Printed letterhead with the following additional information: Telephone; 237 224 342 411, e-mail; [bambou@gmail.com](mailto:bambou@gmail.com), Banker; GIFT BANK, Bank Account No. 0019442754344-456, Capital; 15 000 000 000FCFA, design a logo of your choice, motto; Save promptly and borrow wisely for development.

Bambou and Co. Ltd, PO Box 76, Muyuka (Addresser), Your Ref: , Our ref: BC/PD/10, 28<sup>th</sup> May (this year), Common Initiative Industry, PO Box 347, Bamenda.

NP Dear Sirs, letter of enquiry, //On watching "STV" Television, we saw your advertisement stating that you import and sell Turkish curtain materials all over the national territory at wholesale and retail prices with a lot of after-sales services offered in addition to discounts offered for various reasons. //We are interested and will be happy if you can send to us your latest quotation. We would also be pleased to know the various discounts offered as well as the conditions required for the various after sales services. // If your prices and sales conditions are both satisfactory, we promise to place many large commands for our organization. Yours faithfully, Bambou and Co. Ltd., Tamba Henry, Purchasing Manager

**Work Required**

- 3.1 Display the printed letterhead and type the letter using a semi blocked layout with closed punctuations.
- 3.2 Save the document using the file name 'file three'

(20 Marks)

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**QUESTION 4: INVITATION-MS PUBLISHER**

You are the managing director of Divine Favour Printing Press situated at Endeley Street, Kumba. You have been noted for excellent production of all sorts of publications including invitations, books, receipts, complementary cards, brochures, calendars etc. This morning, you received an order to produce 500 copies of a wedding invitation for Yondo Roseline and Matuke Karl, slated for the 20<sup>th</sup> of December 2020 at Dunamis Gospel Mission, Kosala, Kumba beginning at 10 am prompt.

**Work Required**

- 4.1 Realize the invitation and print two copies as sample
  - 4.2 Save the document using the file name 'file four'
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**QUESTION 5: TABULAR AND GRAPHIC DISPLAY-MS EXCEL**

You work with GREEN BUSINESS VENTURES, dealers in imports and sale of used cars and motor spare parts. For the years 2018 and 2019, the turnover of your enterprise in million francs CFA was summarized and put in a table as follows:

Turn over

**Appendix 2**

Turnover of cars and motor spare parts in GREEN BUSINESS VENTURES in million francs CFA

Years	J	F	M	A	M	J	J	A	S	O	N	D
2018	18	10	16	18	17	20	16	20	21	22	18	21
2019	17	18	13	14	17	20	18	24	30	32	20	22

**Work Required**

5.1 Use MS Excel, analyze appendix 2 giving out the cumulative totals of the current year as well as the mobile total sales of the periods. (15

**Marks)**

5.2 Transform the table into a Z graph.

**(5 Marks)**

5.3 Save the document in file name 'file five'

**figure 1 for Question 2**

CUSTOMER'S CARD INDEX																							
Delivery	Franco	Carriage paid	Carriage forward	cheque	Bank dra	cash	Bill of	30 days	45 days	60days	January	February	March	April	May	June	July	August	Septemb	October	Novembe	Decembe	observation
Delivery			Mode of payment				Month of settlement												observation				
Name: _____																							
Address: _____																							
Telephone N° _____												E-Mail _____											
Delivery: carriage paid <input type="checkbox"/> carriage forward <input type="checkbox"/> Franco <input type="checkbox"/>																							
Settlement: At Counter <input type="checkbox"/> Cash <input type="checkbox"/> Bank Cheque <input type="checkbox"/> bank draft <input type="checkbox"/>																							
Bill of exchange: <input type="checkbox"/> 30 days <input type="checkbox"/> 45 days <input type="checkbox"/> 60days <input type="checkbox"/>																							
Reduction: _____												Cash Discount: _____											
Order No	Date of delivery	Invoices			Settlement																		
		No	Date	Amount	Date	Amount																	

